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ABSTRACT

Written for secondary, technical, and technical and further education (TAFE) students, this book aims to make learning easier and more enjoyable by showing students how to use a series of basic study skills called "keys." The book offers an explanation, examples, graphic illustrations, and activities for each skill. Chapters include: (1) "Purpose"; (2) "Listening"; (3) "Reading"; (4) "Adapting Rate"; (5) "Note-Taking"; (6) "Graphics"; and (7) "Memory Techniques." Although designed as a workbook for students, the book can also be used as a reference by teachers who want to demonstrate various aspects of study skills to classes or groups. Appendixes include answers to exercises, as well as advice on test preparation, test techniques, important test words, writing a paper, and study techniques. (RS)

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